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UNITED STATES DEPARTMENT OF AGRICULTURE

✓ BUREAU OF AGRICULTURAL ECONOMICS

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✓ INTERVIEWER INSTRUCTIONS

SEPTEMBER 1948

FARM EMPLOYMENT AND WAGES

✓ DIVISION OF SPECIAL FARM STATISTICS

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DESCRIPTION OF PUBLICATION: (AUTHOR, TITLE, PERIODICAL TITLE, VOLUME, YEAR, PAGE, ETC.)

U.S. Bureau of Agricultural Economics
(Interviewer instructions ...)
Washington, 1948. 41p.

REFERENCE SOURCE OF THE REQUESTED PUBLICATION, IF AVAILABLE:

PART 1 - WORK ORDER

The U.S. Department of Agriculture is making a survey of 10,000 farms throughout the country to obtain data on farm employment, wage rates, and farm accidents. This kind of information can be obtained satisfactorily only by interviewing a carefully selected sample of farms which will be representative of all farms in the United States.

You are one of about 400 interviewers employed to interview certain farm operators to obtain the desired information from them. You have been provided with a county map showing certain small areas or "segments" in which the sample of farms to be interviewed are located. If you were employed on the interview survey conducted in April 1948, you will note that the maps used for this survey are the same ones used last April but that some changes have been made on the maps. You are to visit the segments and interview certain farm operators whose farm headquarters are in those areas. The segments are of two kinds: "old segments" which were visited in April 1948, and "new segments" visited for the first time in this survey.

I. OUTLINE OF JOB

1. Study the Training Manual thoroughly.
2. Study the Instructions to Interviewers thoroughly.
3. Start interviewing Monday morning, Sept. 27.
4. Drive to a segment locating it with map and aerial photo.
5. In old segments obtain an interview only for farms listed on the Re-interview Sheet (Form 2)
6. For new segments outline on the photo the boundaries of every individual farm or tract of land in the new segment.
7. Fill out a Farm Identification Sheet (Form 1) for each new segment.
8. Obtain an interview with the operator of every farm with headquarters inside a new segment.
9. Fill out a Check Sheet for Noninterviewed Farms (Form 6) for sample farms in either old or new segments for which you have not been able to obtain an interview after 3 visits.
10. Check over your schedules every evening to make sure they are complete and accurate.
11. Mail completed schedules each day to your State supervisor.
12. Keep an accurate record of your time and mileage on Form CEF-201 and mail it to the State supervisor on October 3, and October 17.
13. Complete the work the first week if possible.
14. Return Identification Card, maps, photos and segment sketches, farm identification sheets and re-interview sheets to State Office at completion of survey.

SEP 22 1948

II. LIST OF MATERIALS PROVIDED

1. Identification card - return to State supervisor at end of survey.
2. CEF-201 - Time and mileage form
3. County map
4. Aerial photos where available, and occasionally sketches for old segments.
5. City maps (if needed)
6. Form 1 - Farm Identification Sheet (for each new segment)
7. Form 2 - Re-interview Sheet - contains names of farm operators who are to be interviewed in old segments
8. Schedules
 - C.E.12-2 Western States: Washington, Oregon, California, Arizona, Nevada, Idaho, Montana, Wyoming, Utah, New Mexico, Colorado
 - C.E.12-3 Southern States: Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Tennessee, Kentucky, Mississippi, Louisiana, Arkansas, Oklahoma, Texas.
 - C.E.12-1 All other States.
9. Supplemental sheets or forms - use when extra columns are needed for regular schedules.
 - Form 3 - Family Employment Supplement
 - Form 4 - Individual Hired Worker Supplement
 - Form 5 - Crew Sheet
10. Form 6 - Check Sheet for Noninterviewed Farms
11. Miscellaneous supplies - envelopes, etc.

III. USE OF COUNTY AND CITY MAPS

County Maps: You will be given a county highway map on which the sample segments have been colored and numbered. The numbering starts with the old segments which are usually colored red. It continues with the new segments, colored purple. Some of the old segments will have no sample farms in September. These segments remain in the numbered sequence but will be crossed off the maps and will not be listed on the Re-interview Sheet. These segments that have been crossed off the maps are not to be visited.

Make yourself familiar with the meaning of landmarks as given in the legend, and with the scale of miles which will aid you in judging distances so you may be certain of properly locating the boundaries of the new segments. The word "photo" has been stamped opposite those segments for which aerial photos have been provided.

City Maps: When a segment falls within the limits of a city, town or village and cannot be shown on the county map, the segment will sometimes be outlined and numbered on a city map instead of an aerial photo. In such cases a notation will appear on the county map near the location of the city, referring you to the city map.

IV. HOW TO GET FIELD WORK STARTED

When you are thoroughly familiar with the instructions and forms to be used, you are ready to start the field work. Study the county map and the re-interview sheet to get an idea of the amount of work to be done in various parts of the county, before planning your route of travel. A new segment will usually require much more time than an old segment, since it is necessary to identify the farms in the new segments, while in the old segments this work has already been done, and you can proceed directly to the farms to be interviewed.

V. WORK TO BE DONE IN THE OLD SEGMENTS

In the old segments only part of the farms having headquarters inside the segments are sample farms for this survey, namely, those listed on Form 2, "Re-interview Sheet". These farms were interviewed in April 1948 and are to be re-interviewed in September. The basis for their selection in this survey is that in April they reported some hired labor used during 1947. Many of the farms listed for re-interview will have no hired labor to report for the survey week but all of them are sample farms and should be interviewed. Farms in the old segments which are not listed on the re-interview sheet are not to be interviewed. Re-interview farms can be located either by means of the name and address appearing on the re-interview sheet or the tract number shown there and on the aerial photo or sketch used in April. These photos and sketches are included with your maps. If a farm listed on the re-interview sheet is now operated by a new operator take an interview from the new operator. Cross the old operator's name off the re-interview sheet and enter the notation "new operator" followed by the name of the new operator. If the operator of a farm listed on the re-interview sheet cannot be contacted for an interview after three visits fill out a check sheet (Form 6) for the farm.

VI. WORK TO BE DONE IN THE NEW SEGMENTS

The new segments (purple on the map) have not been visited before and it is necessary to do some careful work before the interviewing can begin in a new segment.

1. Determine boundaries of segment.

First you drive around the segment and make sure you know its exact boundaries. You have been provided with an aerial photo of most of your segments which will help you in determining the location and boundaries of the segments. If you do not have a photo for a segment it will be necessary for you to draw a sketch of the segment on a separate sheet of paper to use instead of a photo. It is important that you become familiar with the proper use of the aerial photographs and the next two paragraphs describe them in detail.

Aerial Photos: The photos for new segments show only the segment boundary and segment number. The photos are to help you identify the boundaries of the segments and to help in accounting for all of the land in each segment. The segment boundaries are usually roads, railroads, rivers, section lines or other readily recognizable features. If the boundaries of the segment shown on the aerial photo differ from those on the highway map, the boundaries on the aerial photo should be followed. Where the boundary of the segment is a road, railroad or river, or a similar type of boundary, a wavy red line has sometimes been placed just outside the boundary in order not to obscure it. In other cases, a straight red line has been placed on (rather than outside) the boundary. Some of the lines are broken and some are solid. This is of no significance to you. Remember that the wavy line is placed just outside of the actual boundary and there might be some farm houses between the actual boundary and the wavy line. Such farm houses are not in the sample because they are outside of the limits of the segment. In a few instances the photos have not been marked exactly in accordance with this procedure but the markings should be sufficiently clear in most instances for you to determine the segment boundaries.

Acquaint yourself thoroughly with the segment characteristics as they appear on the photos. You will get best results by examining them together with the segment as it appears on the map. The scale of most of the photos is approximately 3 inches to the mile therefore $1\frac{1}{2}$ " equals $\frac{1}{2}$ mile, the side of a quarter section; $\frac{3}{4}$ " equals a quarter of a mile. A square inch represents a little more than 70 acres. A tract which is $1\frac{1}{2}$ " by $\frac{3}{4}$ " is an 80 acre tract. Photos covering segment in towns are on a larger scale, usually 8 inches to the mile where a square inch represents approximately 10 acres.

2. Draw boundaries of farms and tracts on photo or sketch

The next thing you do after driving around the segment and making sure it is the exact area you are looking for is to outline on the aerial photograph with red pencil (or on your sketch of the segment) the boundaries of every individual farm or tract of land in the segment. Assign a number to each such farm or tract of land. (In the South if there is a large number of croppers with small holdings a combined entry may be made on the photo, as "tracts 4 to 9"). If a farm consists of tracts that do not join each other, outline each tract on the aerial photo or sketch giving each the same number. A farmer living in or near the segment, the County Agent, AAA committeemen, or others may be of help to you in outlining the farms or tracts. Be sure to account for all land in the segment.

3. Fill out Farm Identification Sheet (Form 1)

The third step is to fill out a Farm Identification Sheet (Form 1) for the segment. The operators of all farms having headquarters within the boundaries of the new segments are in the sample and the Farm Identification Sheet is used to determine which farm operators are to be interviewed. This sheet has three chief purposes;

- (a) To obtain a clear, legible, accurate record of all tracts of land in the new segments.

- (b) To determine what is the farm headquarters and whether the headquarters is inside the segment.
- (c) To provide a convenient record of the action taken with regard to each tract in the segment.

A separate Farm Identification Sheet is to be used for each new segment. Fill in the information asked for at the top of the sheet: State, County, the Segment Number and your Name.

The aerial photo or sketch is to be used in conjunction with the Farm Identification Sheet. One line on the Farm Identification Sheet is to be used for each farm or non-farm tract of land, any part of which is in the segment. If a farm consists of 2 or more tracts that do not join each other, make only one line entry on the Farm Identification Sheet as they all were given the same number on the photo or sketch. If you run out of lines, attach another sheet and repeat the information needed across the top, labeling the second sheet "Sheet 2".

Column 1 - Enter the number you have assigned to the farm or tract on the photo or sketch. Be sure to account for all tracts of land as you have numbered them on the photo or sketch.

Column 2.- The purpose of the question in column 2 is to separate the tracts in a segment that are farms or parts of farms from non-farm land in the segments. In order to do this a "farm" must be defined.

DEFINITION OF A FARM

Basically a farm is one or more tracts of land on which some "agricultural operations" are performed with one set of equipment and workstock under the direction of one individual or partnership. "Agricultural operations" consist of the production or intended production at any time during 1948 of crops and plants, vines and trees (excluding forestry operations) or of the keeping, grazing or feeding of livestock for animal increase, or value enhancement. Livestock, as here used, includes poultry of all kinds, rabbits, bees, and fur-bearing animals in captivity, in addition to mules, horses, cattle, sheep, goats and hogs.

A farm includes all the cropland, woodland, pasture land, and idle or fallow land under such an operation. It may consist of a single tract of land, or of a number of separate tracts, and the several tracts may be held under different tenures. These different tracts may be widely scattered but are considered as one farm provided that they are operated with one set of machinery and workstock by the same operator. Any publicly owned land that is under the exclusive management and control of this operator should be included as a part of his farm.

In this survey we follow the Census definition of a farm which is as follows:

- a. All the land on which some agricultural operations are performed by one person--either by his own labor alone or with the assistance of members of his household or hired workers.
- b. The land operated by a partnership or by a hired manager, except that when a manager manages operations of more than one owner, which could separately qualify as farms, each is to be treated as a separate farm.
- c. The land operated by each tenant, renter, or cropper under the general direction of a landlord. Thus, by the Census definition, on a plantation the land operated by each sharecropper, renter, or tenant is a separate farm, and the part of the plantation operated by the owner or manager by means of his own or his family's labor, or by wage hands is likewise a separate farm.
- d. If a person has land amounting to less than three acres, do not regard this as a farm unless the gross value of the agricultural products to be produced on it in 1948 is \$250 or more. This \$250 limitation does not apply to tracts of 3 acres or more. A tract of that size will qualify as a farm regardless of the small value of products, if any agricultural operations were performed on it.
- e. In this survey we will not include any farms operated by Indians on reservations. If any are found in the sample segments, write "Indian Reservation" in column 2 of the Farm Identification Sheet and do not take any further action. Institutional farms are to be included but inmates should not be included for labor or accidents. Include as farms: Apiaries (bee farms), dry-lot or barn dairies, feed lots, hatcheries, garbage-feeding hog yards, part-time farms, cranberry bogs, and fur farms.

Plantation or Multiple Units in the South: In the South some difficulties will be encountered in applying our definition of a farm. These arise from the fact that in local usage the individual sharecroppers and tenants on a plantation or multiple-unit often are not regarded as having separate farms, as our definition requires. Hence we must be careful when interviewing an operator who has croppers or tenants to see that he reports only for the part of his operation which we regard as a separate farm. We call this part the "multiple unit home farm" or simply the "home farm", which is just the acreage he operates with his family and hired workers. The acreage for the "home farm" is obtained in question A-6 of the Southern Schedule, which results from subtracting the acreages

of tenants and croppers from the multiple-unit total acreage. Schedules must of course be obtained for all tenants and croppers whose farm headquarters are inside a new segment. In the case of a sharecropper who is cropping land for two or more multiple unit operators or cropping land for one multiple unit operator and renting land from another, include as his farm all the land he operates.

Multiple unit home farms, sharecroppers, and tenants having land in the segment should all be listed on separate lines on the Farm Identification Sheet since, according to our definition, each is a separate farm. Some of the croppers and tenants on a multiple unit may be in the sample and others out. The home farm may be in while some or all of the croppers and tenants are out. No attempt will be made to combine data for the separate farms of a multiple unit into multiple unit totals.

One entry is to be made in column 2 for each farm or tract outlined on the photo or sketch:

- (a) part of a farm - if the tract of land as outlined on the photo or sketch is cropland, pasture, orchards, buildings, woods or wasteland which belongs to a farm but the tract as outlined is not an entire farm, enter "part of a farm", and skip to column 4.
- (b) an entire farm - if the tract as outlined on the photo or sketch is all of the land in a farm and there is no land in this farm other than this tract, enter "entire farm" and skip to column 4.
- (c) an idle farm - if the tract of land outlined on the photo or sketch is an idle farm or part of an idle farm, write in "idle farm". An idle farm is one with no agricultural operations in 1948. If the entry is "idle farm" make no further entry for that tract.
- (d) nonfarm land or place - nonfarm land is any tract that is not part of a farm and will not be used for agricultural operations at any time in 1948. If the tract outlined is not farm land of any kind enter "nonfarm" and then answer the question in column 3.

Column 3 - Write in this column the kind of nonfarm land in this tract. Examples are cemeteries, golf courses, building lots, forest land not used for pasture or other agricultural operations. After the question in column 3 is answered, make no further entry for nonfarm land. Column 3 should be left blank if the tract is part of a farm, an entire farm or an idle farm.

Column 4. Enter the name of the person who is now operating the farm. In many cases the last name will be sufficient identification here since the full name is to put on the face sheet of the schedule for those farms which qualify as sample farms. In the case of partnerships enter the name of the partnership.

Column 5 - Since an interview is to be obtained for all farms having headquarters inside the new segments, the next step is to determine what is the farm headquarters. It is important to have one place on every farm which is used to determine whether or not the farm is to be interviewed. This place we refer to as the farm "headquarters". All farms with headquarters inside the segment are to be interviewed regardless of whether or not all of the land in the farm lies inside the boundaries of the segment. Many farms will have land partly inside and partly outside the segment but only those farms with headquarters inside the segments are to be interviewed. Remember that all the land operated by one person or partnership is one farm.

DETERMINATION OF FARM HEADQUARTERS

The following rules are to be used in determining the headquarters of farms in the new segments:

Rule a. If the farm operator lives on his farm, his residence is the farm headquarters. The operator is considered as living on his farm if his residence is on the farm, bordering on the farm, or just across the road from his farm. If his residence is not on, bordering on or just across the road from his farm, he is considered as living on his farm only if he conducts agricultural operations at his place of residence which would qualify it as a farm. This refers mainly to operators living in town who are raising some chickens or performing other agricultural operations at their residence in town. If the place of residence can be classified as a farm, the residence is the headquarters of the entire farm, including both town and country tracts. In the case of partnerships use the residence of the oldest member of the partnership to determine farm headquarters.

If the farm operator does not live on this farm, the following rules apply:

Rule b. If there is one dwelling on the farm, whether occupied or unoccupied, that dwelling is the farm headquarters.

Rule b-1. If there are two or more dwellings on the farm the dwelling of greatest value is the headquarters.

Rule c. If there is no dwelling on the farm but there is a building on the farm, this building is the farm headquarters.

Rule c-1. If there are two or more buildings, the building of greatest value is the headquarters.

Rule d. If there are no dwellings and no buildings on the farm, the main entrance is the headquarters. The main entrance is the point where the farm operator usually turns off the public road, private road, trail or path onto the farm he operates.

Rule d-1. If a farm with no buildings is composed of two or more separate tracts of land, the headquarters of the farm is the main entrance to the tract of land of greatest value.

Rule e. If there are no dwellings and no buildings on the farm and the main entrance cannot be determined, the northwest corner of the farm is regarded as the headquarters. The "northwest corner" is defined as the point furthest north, except when the most northern point lies on an east-west parallel. In this case the "northwest corner" is the point furthest north which lies furthest to the west along the east-west parallel.

Select the first of these rules which applies and when you have determined what place is the headquarters write it in column 5.

In the South remember that when a multiple unit is partly inside and partly outside the segment, the headquarters of each separate farm or sub-unit is determined without regard to the others.

Column 6 - After the headquarters has been determined, it is necessary to decide whether the place which is the headquarters is inside the segment. If the entire farm is inside the segment, the headquarters would of course also be inside. If only part of the farm is in the segment it may require some careful study of the photo or sketch to determine whether the headquarters is inside or outside the boundaries of the segment. Enter "Yes" in column 6 if the headquarters is on the inside of the segment boundaries; enter "No" if the headquarters is outside the segment.

When you have completed the identification of the segment, enter the total number of "yes" entries in column 6 in the blank at the bottom of column 6.

If "yes" is entered in column 6 an interview should be gotten for that farm. If "no" is entered do not get an interview.

Column 7 - All farms having "yes" in column 6 (headquarters inside the segment) are sample farms and are to be accounted for with an entry in column 7. When an interview has been obtained and a schedule filled out, enter "schedule" in column 7. If a schedule cannot be obtained after three visits, fill out a check sheet for the farm and enter "check sheet" in column 7. When each farm with headquarters inside the segment has been accounted for with either a schedule or a check sheet, enter the total number of schedules completed in this segment in the blank at the bottom of column 7.

4. Segments with more than 12 sample farms

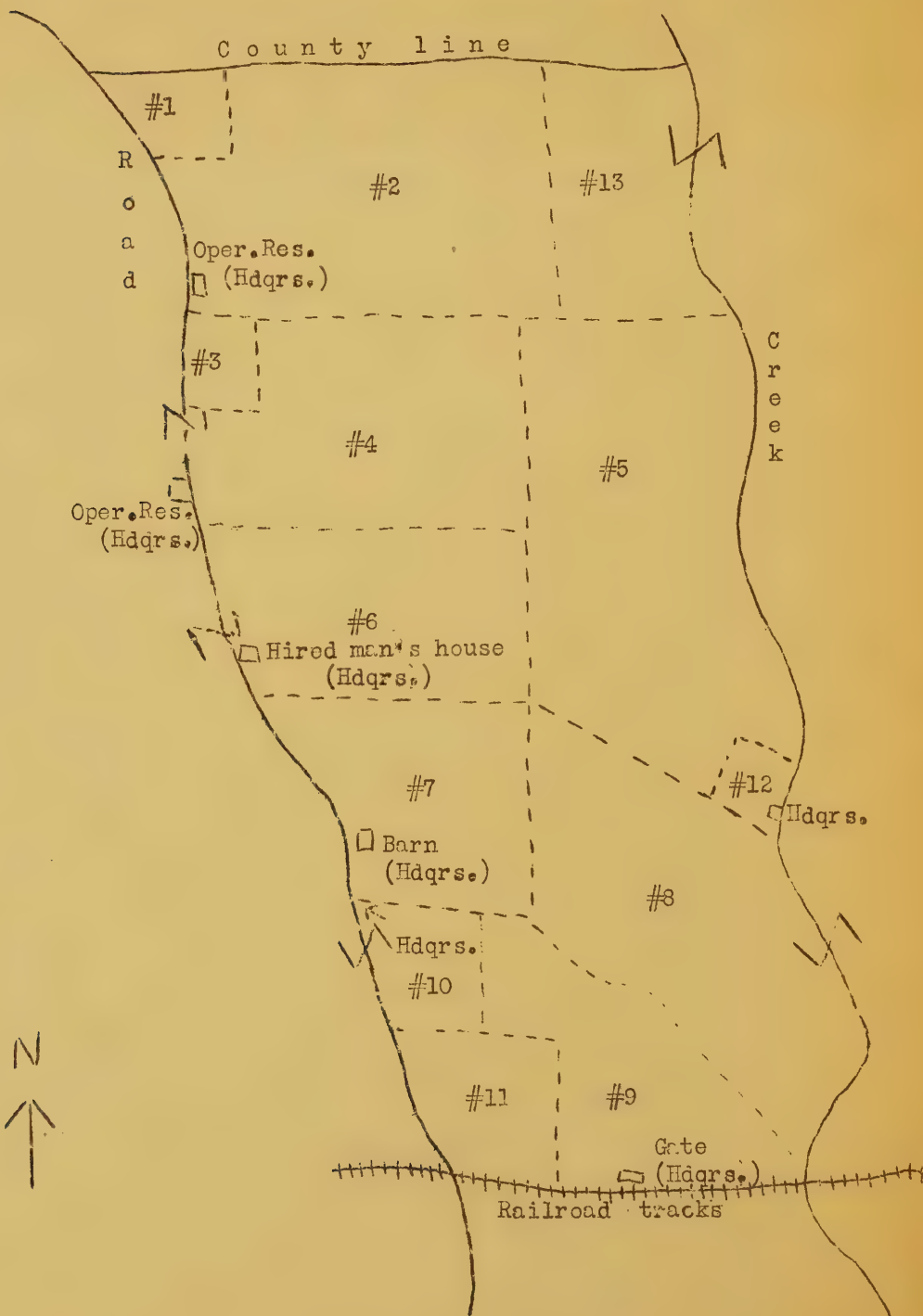
While segments in the open country rarely have more than 10 farms, it will sometimes happen that segments in densely populated areas will have 15, 20 or more small operations qualifying under our definition as farms. It is important that the number of sample farms be correctly obtained in these segments as well as in the other segments. They should all be listed on the F.I. Sheet. However, in order that an excessive amount of time will not be spent interviewing these small farming operations, interview only 12 in any one segment. These should be the larger operations. Fill out check sheets for the remaining sample farms, giving as the reasons for noninterview "over 12 farms in segment".

It is not necessary to list the non-farm tracts on the F.I. Sheet for segments located in densely populated areas. This is an exception applicable to segments with more than 12 farms and in segments that are primarily residential or commercial areas.

The accuracy and value of this survey is dependent on the care exercised by you in determining the proper farms to be interviewed and obtaining schedules for such farms and no others.

To aid you in becoming familiar with the job of identifying a segment, determining the boundaries of farms and tracts in a segment and determining farm headquarters we have drawn an illustration of a segment, and have illustrated the rules for determining farm headquarters. A careful study of these examples will aid in determining what farms are to be interviewed.

DIAGRAM OF SEGMENT AS SHOWN ON AERIAL PHOTO OR SKETCH



#1. This is a tract of about five acres on which is located a church and cemetery. This, of course, is non-farm land and the entries on the Farm Identification Sheet (Form 1) are:

1. 1
2. non-farm land
3. church and cemetery
- 4 to 7. (no entry)

#2. This is a 120 acre farm all of which lies inside the segment. The farm operator, John M. White, lives on his farm and should be interviewed. The questions on Form 1 should be answered as follows:

1. 2
2. entire farm
3. (no entry)
4. J. M. White
5. Operator residence
6. yes
7. schedule

#3. This is a tract of about 4 acres on which there is a combination filling station and country store and a house occupied by the proprietor and his family. Inquiry reveals that there are no agricultural operations performed on this place so it is not a farm and no schedule is obtained. The entries on Form 1 are as follows:

1. 3
2. non-farm land
3. store and residence
- 4 to 7. (no entry)

#4. This is a tract of about one hundred acres which is operated by Henry Black whose residence is across the road on about 2 acres of land. According to the rule, Mr. Black's residence is considered as being on his farm but as it is outside the segment no interview is to be obtained. The entries on Form 1 are:

1. 4
2. part of a farm
3. (no entry)
4. H. Black
5. operator's residence
6. no
7. (no entry)

- #5. This is a tract of woodland owned by the Tyson Coal Co. and is not used for pasture or other agricultural purposes. At one time there was a small coal mine on this tract but it has closed down and the land is being held presumably for the future value of the timber. Entries on Form 1 are:

1. 5
2. non-farm land
3. timber land
- 4 to 7. (no entry)

- #6. This tract is part of a farm operated by a Mr. R. C. Williams who lives in town where he does not carry on any agricultural operations. He has a hired man living in a dwelling on the tract inside the segment. There is additional land across the road that is part of the farm and on it is an old house of little value. Mr. Williams should be interviewed. Entries on Form 1 are:

1. 6
2. part of a farm
3. (no entry)
4. R. C. Williams
5. most valuable dwelling
6. yes
7. schedule

- #7. This place consists of about 20 acres, has a fenced in pasture and a few acres of cropland and a small barn. The operator, Mr. William Moore, is a barber who lives in a town 2 miles away where he does not carry on any farming operations. Each night and morning he comes to his farm and milks the cows and occasionally he spends a day cultivating his crops. He should be interviewed. The entries on Form 1 are:

1. 7
2. entire farm
3. (no entry)
4. Wm. Moore
5. most valuable building
6. yes
7. schedule

- #8. This tract consisting of several different fields is part of a farm the rest of which is across the creek. Mr. Sam Harlan is the operator and he lives on his farm but on land outside the segment. The entries on Form 1 are:

1. 8
2. part of a farm
3. (no entry)
4. S. Harlan
5. operator's residence
6. no
7. (no entry)

- #9. This place is a farm on which there are no buildings of any kind. The operator, Larry Todd, lives in a rather large nearby city where he does not carry on any agricultural operations. His farm is entirely in wheat and he comes there only when necessary. The main entrance is a gate on the south side of the farm near the railroad tracks. The entries on Form 1 are:

1. 9
2. entire farm
3. (no entry)
4. L. Todd
5. main entrance
6. yes
7. check sheet

NOTE: (3 visits were made to Mr. Todd's place of residence in the city to obtain an interview but he was out of town and not available, consequently, a check sheet was made out for this farm.)

- #10. This tract is part of a large farm the rest of which lies to the south and west outside the segment. Practically all of the land in the farm is in grain and there are no buildings on it and no main entrance. The operator, Max Stilwell, is a business man who lives in a city 500 miles away. A study of a sketch of the farm indicates that the northwest corner of the entire farm is located in the segment. Entries on Form 1 are:

1. 10
2. part of a farm
3. (no entry)
4. M. Stilwell
5. northwest corner
6. yes
7. ("schedule" written in by the State supervisor since the interview was obtained by another interviewer who worked in the county where Mr. Stilwell lives.)

#11. This tract is operated by Mr. Paul Roberts who lives in a town 2 miles away where he has a large lot, perhaps three-fourths of an acre, on which he has a cow, about 100 chickens and a vegetable garden. As he produced \$250 or more of agricultural products in 1948 at his place of residence this 3/4 acre is considered part of his farm and Mr. Roberts is considered as living on his farm. His residence is therefore the farm headquarters and since it is outside the segment an interview is not to be obtained. Entries on Form 1 are:

1. 11
2. part of a farm
3. (no entry)
4. P. Roberts
5. operator's residence
6. no
7. (no entry)

#12. On checking his work on determination of farms and tracts in the segment the interviewer discovered that he had overlooked the fact that there was an old house occupied by Thomas Judd and his family on a corner of the Tyson Coal Co. property (#5). Investigation revealed that this man uses the house, a shed and about 4 acres of land for which he paid no rent. He has an old horse, a cow, and a few chickens. As he has over 3 acres of land and carries on some agricultural operations the place comes under the definition of a farm. Since the operator lives on his farm and his residence is inside the segment a schedule is obtained. Entries on Form 1 are:

1. 12
2. entire farm
3. (no entry)
4. T. Judd
5. operator's residence
6. yes
7. schedule

#13. This tract is part of an idle farm the rest of which lies outside the segment. The interviewer thought that Mr. White's farm (#2) extended all the way to the creek and that this tract was part of his farm but careful inquiry revealed that it was a separate tract belonging to Mr. Hansen's place which is not being farmed this year because he is ill and not able to do any work. Entries on Form 1 are:

1. 13
2. idle farm
- 3 to 7. (no entry)

State Kansas

County

Polk

Segment Number 7

Interviewer John Doe

1. Tract number on photo or sketch.	2. Is this tract that is inside the segment: (a) part of a farm (b) an entire farm (c) an idle farm (d) non-farm land or place? IF PART OF A FARM OR AN ENTIRE FARM, SKIP TO QUESTION 4.	IF NON-FARM LAND: 3. What kind of non-farm land is this tract?	4. Who operates this farm? (NAME)	5. What place on this farm is the headquarters? ENTER FIRST THAT APPLIES: (a) Oper. residence (b) Most val. dwelling (c) Most val. building (d) Main entrance (e) Northwest corner	6. Is the farm headquarters inside this segment? (YES or NO)	IF "YES" TO QUESTION 6: 7. What action was taken? (a) Schedule (b) Check sheet
1	Nonfarm land	Church and cemetery				
2	Entire farm		J. M. White	Oper. residence	Yes	Schedule
3	Nonfarm land	Store and residence				
4	Part of a farm		Black	Oper. residence	No	
5	Nonfarm land	Timber land				
6	Part of a farm		R. C. Williams	Most val. dwelling	Yes	Schedule
7	Entire farm		Moore	Most val. building	Yes	Schedule
8	Part of a farm		S. Harlan	Oper. residence	No	
9	Entire farm		L. Todd	Main entrance	Yes	Check sheet
10	Part of a farm		M. Stilwell	Northwest corner	Yes	x
11	Part of a farm		P. Roberts	Oper. residence	No	
12	Entire farm		T. Judd	Oper. residence	Yes	Schedule
13	Idle farm					

VII. CONTENT AND PURPOSE OF EACH SECTION OF THE SCHEDULE

A. Farm Acreage

We are making a survey of farm employment and farm accidents on a representative cross-section sample of farms in the United States. We need to know the acres of land operated in each farm in the sample in order to evaluate the representativeness of the sample, and as a basis for determining the effect of the size of farm on the number of persons employed and wage rates paid at this time and on the number and kinds of farm accidents. Farm acreage is what we call "control" information.

B. Sales

The sale of farm products is another "control" item that is used in classifying the farms obtained in this survey. This classification is made on the basis of the major type of products sold.

C, D and E. Employment and Wage Rates

The Department of Agriculture is responsible for providing up-to-date information on the number of persons employed in agriculture and wages paid farm workers. The Department of Labor provides similar information on industrial and other workers in our Nation. This information on farm labor is an important part of the complete picture of American agriculture that must be kept up-to-date for the use of State and Federal government agencies in carrying out farm programs and for the use of Congress in drafting sound farm legislation. The statistics on farm labor and wages published by the Department of Agriculture are also used by farmer organizations, State Agricultural Colleges and Extension Services and many other agencies, both public and private, that serve farmers, as well as by farmers themselves in dealing with farm workers. It is as important to some farmers to know prevailing wage rates as it is to know the price of wheat, corn, cotton or hogs.

The number of family and hired workers changes from month to month throughout the year because of the seasonal nature of farm work; farm wages also change. Consequently it is necessary to collect this information several times during the year in order to know what changes are taking place and to have a current picture of the farm labor situation in different parts of the country. The Department gets a limited amount of information on the number of farm workers on the first of each month, and on farm wage rates quarterly, from its regular voluntary crop reporters. This information is published regularly and promptly.

However, in order to get a more complete picture and to insure the accuracy of these monthly and quarterly estimates, it is necessary to make an interview survey of a representative cross-section sample of all farm operators from time to time. Such a survey was made last April, in January 1947, in July 1946, and several times previously. The interview surveys along with the 5 year agricultural census provide essential checks on the current estimates of farm employment and wages. These check surveys of a representative cross-section sample of farm operators are necessary because the farms of the regular monthly crop reporters are not representative of all farms in the United States. On the average their farms are larger and have more livestock.

There was a time in the history of this country when practically all farm work was done by the farmer himself and his large family, and on the larger farms a little hired labor at harvest time from nearby farms and villages. In recent years the rapid increase in mechanization of farms has greatly increased the production of the individual farm worker. Our smaller farm families today, with the use of modern farm machinery and tractor power, can produce more than the larger families of a generation or two ago. On the larger farms, farm labor must be hired, at least during certain parts of the year. Many farmers, especially those growing highly commercialized special crops such as fruits, vegetables, and sugar beets, depend upon migrant workers who follow the harvest from South to North and back again. Generally speaking, however, the demand today is for hired workers who can successfully operate tractors and modern farm machinery that was not in existence in earlier years. Farm wage rates are high because of the greater mechanical skill required and the present scarcity of farm workers.

In view of these rapid changes in the farm labor situation it is more essential than ever for the Department of Agriculture to provide reliable up-to-date estimates of the number of family and hired workers on farms and of farm wage rates.

F. Accidents to People Living and Working on This Farm

Accidents on the farm and injuries suffered by farm people are more serious than most people believe. It is estimated that 51 farm people are killed and 4200 more are injured every day in the year and that the total cost of farm accidents each year amounts to more than a billion dollars. There are many organizations and industrial firms who want to help reduce farm accidents and make the farm as safe a place as possible. To do this, though, they must know how farm accidents are happening, what machines or tools are the most dangerous, and what farming operations should be changed to remove the greatest dangers. Information on farm accident causes is very scarce and much more is needed before the proper changes in farm machinery, tools, supplies and methods can be made. The schedule asks about any injuries that anyone on this farm has suffered since May 1, 1948. We are interested in the story on both the little and the big accidents because the same conditions that caused the little one, might cause a neighbor a very serious injury. To prevent accidents we must remove or correct all of the conditions that might cause any accident. If you have ever had a serious accident on your farm, you will know what we mean.

VIII. DETAILED INSTRUCTIONS FOR EACH QUESTION.

Face Sheet

The State, County, Segment Number, Farm Number, and the Name of the Interviewer should be written or printed on the schedule and "New Segment" or "Old Segment" should be checked before the operator is contacted. The Farm Number is the number designating this farm on the Farm Identification Sheet and on the aerial photograph or penciled sketch of the segment. There will, therefore, be gaps in the series of farm numbers appearing on schedules, since some farms or tracts listed on the Farm Identification Sheet are not in the sample and schedules will not be taken for them. The farm number of farms to be interviewed in old segments is shown in the Second Column of the re-interview sheet. (form 2).

The Date of the Interview is the date that the schedule is actually completed. Enter the time the first question on the face sheet is asked for "Time the Interview Began". This will, of course, be after the introduction has been completed and you are ready to ask the first question on the face sheet. Glance at your watch or at a clock and enter "Time the Interview Began".

A hired manager operates a farm for others for wages or salary and makes most of the decisions regarding the operation of the farm. Persons acting as caretakers, or hired laborers are not considered managers. The name of the manager's employer is to be written on the first line in the manager column, the address of the employer on the second, third, and fourth lines. The full name and mailing address of the manager should be entered below in the space labeled respondent for managed farm or partnership.

A partnership is joint operation of a farm by two or more persons, each sharing (1) in the responsibilities of management and (2) in the income. They may or may not have a written agreement. They may or may not be related. The name of the partnership such as "Jones Brothers", "Thomas Brown and Son", etc., is to be written on the first line in the partnership column. If there is no formal name for the partnership write the names of the individuals involved. The address of the partnership is to be written on the second, third, and fourth lines. The full name and mailing address of the respondent for the partnership should be entered below as respondent for managed farm or partnership.

If the respondent is farming for himself, that is, not as a manager or in a partnership, enter his full name and mailing address in the "Self" column. This will be used for most farms.

The code boxes in the lower right corner of the face sheet are for use in the office and should be left blank.

At the bottom of the page enter the date of the first visit to the farm for the interview, second or third if the extra visits are necessary. These dates are to record the number of visits made at this farm, or on this operator if an attempt is made to locate him off the farm. If the interview is completed on the first visit the same date will appear as Date of Interview, if on the second visit the Date of Interview will be the same as the Date of Second Visit, etc.

A. Farm Acreage and Tenure (Northern and Western States)

(Instructions for Section A on Southern Schedule are on Pages 23 - 25)

- A-1. All of the land operated as a unit by this operator should be included whether the land is owned by the operator or rented from others and whether or not the tracts are adjacent. All acreage in pasture, orchards, ditches, buildings, woods and waste land should be included. Be sure to ask this part of the question in every interview. Include all land either privately or publicly owned which is under the exclusive control and management of this operator.
- A-2. Land may be rented to others for cash, a specified amount of the farm products, a share of the farm products, or a combination of any of these three. Also land used without payment of money or products is to be considered rented land. This sort of an arrangement is frequently referred to as "rent free" land.
- a. This is the total acres rented to all others, including not only cropland but also pasture, woodland, etc.
- b. If the answer is "YES" subtract the acreage given in (2a) from the total acreage given in (1) and enter the remainder in (2c).
- A-3. Section 15 Taylor Grazing Land is located primarily in the eleven Western States (Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, Nevada, and California), however, some may be found in a few other States. In many areas the name may be unrecognized by the farm operator because there is no Taylor Grazing Land in that locality.
- a. If the operator does not know the exact acreage leased, ask for an estimate of the acreage.
- b. Be sure to check "Yes" or "No" on all interviews.
- c. If the answer is "No" add the acreage in (3a) to the acreage in (2c) or (1) and enter the sum in (3c).

A. Farm Acreage and Tenure (Southern States)

- A-1. A schedule will be obtained for each "Census" farm with headquarters inside a segment. According to the Census definition of a farm, croppers and other tenants are farm operators, and hence a schedule will be gotten for each provided their farm headquarters is inside a segment. However, in some instances, the combined operations of croppers and tenants are thought of locally as constituting one farm rather than several farms. For this reason we ask in A-1 for all the land the farmer operates including any of his land on which he has croppers or tenants. Questions A-2 to A-6 are asked in order to separate the acreages of croppers and tenants from the rest of the acreage in the over-all operation.
- A-2. If this farm operator has any renters, tenants, or croppers that work any of the land reported in A-1, check "yes" and ask sub-question "a" and questions A-3, A-4, A-5, and A-6. If the respondent does not have any renters, tenants or croppers, check "no" and skip to A-7.
- a. Enter the total number of renters, tenants or croppers.
- (1) Enter the number of tenants who pay cash rent or standing rent. Standing rent is a definite amount of a crop such as one bale of cotton, 200 bushels of corn, etc.
- (2) Enter the number of tenants who pay a share of the crop or crops for rent such as $\frac{1}{3}$ of the corn and $\frac{1}{4}$ of the cotton. Tenants who pay $\frac{1}{2}$ of crops and own the workstock used on this land should be included. Do not include in this category tenants who pay $\frac{1}{2}$ of the crop and who do not have their own horses or mules, but enter them in (3).
- (3) Enter the number of croppers. Croppers receive a share (usually $\frac{1}{2}$) of the crop and contribute their labor but do not own the workstock (horses or mules) used on their land.
- A-3. Enter the sum of the cropland that the cash, standing rent, share tenants and croppers are working this year. You probably will have to ask the acreage for each tenant and jot down the acreage of each and add the figures to get the total cropland for all tenants.
- A-4. Enter the sum of all other land the tenants may have, including pasture, woodland, garden, the land where their houses, barns, etc. are located and any other land reported in A-1 that they use.

- A-5. This is the sum of the tenants' cropland acres in A-3 and their acreage of other land in A-4.
- A-6. This acreage is obtained by subtracting the acreage figure in A-5 from the acreage in A-1. This acreage in A-6 constitutes the farm of this operator for the purposes of this survey. In general it is the land that he operates with his family and hired workers. It corresponds to what the Census calls the "home farm". Throughout the schedule it will be necessary to repeat this acreage figure to remind the respondent that he is not reporting for the land on which he has tenants but only for the remainder of his place. To aid you in bringing this to the attention of the respondent some of the schedule questions read "on this farm (____ acres)". The "____ acres" is the land shown in A-6 which is considered as being the farm of this respondent.
- A-7. This question refers to the acres in this farm which has been entered in A-1, or in A-6 if there are tenants or croppers.
- a. Include in this figure all of the land in this farm (A-6) which is rented from others for cash, a specified amount of products or a share of the products. Include acres of cropland, pasture, etc. that are rented from other people.
- b. Report here the acres of land in this farm (A-6) which the operator, or his wife, holds under title, purchase contract, homestead law, or as one of the heirs or trustees of an undivided estate. If a manager is the respondent, enter the number of acres owned by his employer.

- A-8. This question and the one following are asked in order to determine whether this operator is a cropper according to the Census definition. If horses or mules are used for farm work, check "yes". If, as may happen in some cases, no horses or mules are used on this place, check "no".
- a. If the operator owns or is buying the horses or mules used on this land "yes" should be checked. If he does not own them check "no".
- A-9. If a tractor is used on this place for farm work "yes" should be checked. If no work is done with a tractor check "no".
- a. In some instances the landlord furnishes without charge a tractor for use on the tenant or cropper's land. If this is done a "yes" should be checked and if not, check "no". If the landlord's tractor is used and he makes a charge or a "deduct" for any tractor work that he does or has done on this operator's place "no" should be checked.

Instructions for supplemental questions in Eleven Western States

After completing Section A and before Section B, ask the four supplementary questions on the back of the face sheet. These questions will be used to separate certain "large farms" from the remainder of the sample farms. The answers to questions should be as accurate as possible but for these supplemental questions an exact figure is not required. A good estimate will be close enough for the purposes for which they will be used.

- I. Cropland should include the acreage already harvested this year, acreage still to be harvested this year, plus acreage of crop failure this year. All hay land which was or will be out this year should be included. Fallow land should not be included.
- II. Include all cattle and calves on this farm or ranch regardless of ownership. Be sure to include animals from this farm or ranch that may be out on the range. If the total number is more than 600 an estimate to the closest 100 will be sufficient.
- III. Include all sheep and lambs on this farm or ranch regardless of ownership. Be sure to include animals from this farm or ranch that may be out on the range. If the total number is more than 1000 an estimate to the closest 100 will be sufficient.
- IV. Include all products sold in 1948 plus those still to be sold in 1948. If the total value is more than \$20,000 an estimate to the nearest \$5000 will be sufficient.

B. Sales

- B-1. This question is asked so that it will be possible to sort out all farms or places on which the larger part of the products are used for home consumption. Actual values of products sold or used on the farm are not required. The operator should be able to answer this question without making actual estimates of the value of products sold or traded. Include in all products sold or to be used: vegetables from a garden, eggs, milk, honey, etc. in addition to major crop and livestock items.
If the answer is "NO" do not ask "a" and "b".

- a & b. Enter the product which in value of sales is the most important. Do not enter broad categories such as grain or livestock; write the specific product as wheat, corn, hogs, milk or wool.

C. Family Employment

This section is set up to obtain information on all persons doing farm work on the farm without pay. This includes the operator, members of his family, a partner and members of his family, other relatives, friends or neighbors. They may live on the farm or off the farm. Since most of the unpaid work is done by the operator and members of his family it will be necessary to get detailed information on such persons. We want to ask about each person individually because we have found that it is easier for a farmer to answer in that way and helps him to remember everyone who worked. Partners and their families in separate households are treated individually in the same way as the respondent's household. Only the number of exchange workers is to be recorded. Hired farm managers are considered farm operators and their labor should be entered in Section C. The household population and family employment of hired managers should also be entered in Section C.

Farm work is any work done on a farm in connection with the production, harvesting, preparation for market or delivery to market of agricultural products. It includes farm chores. Work done on the farm by the operator himself (or by farm laborers) in construction, repair, maintenance, or improvement of farm buildings, fences, machinery, etc., is to be considered as farm work. In addition farm work includes attending to the farm business such as management, supervision, keeping farm records, business trips for purchase of seed, fertilizer, equipment and livestock or other matters connected with the running of the farm. It includes hauling of farm produce or livestock to market. It also includes the preparation for market of products produced mainly on this farm, as for example, the packing of fruits or vegetables in the farmer's packing shed when more than half of the produce packed has been raised on this farm. The work of the housewife or children in the care of the poultry flock, livestock, or garden or in the performance of other farm chores is farm work.

On the other hand, do not include such work as that of a skilled carpenter or stone mason hired to construct a farm building or the work of a well-driller engaged in drilling a well for the farmer or the work of any other skilled craftsman or professional person not ordinarily thought of as a farm worker. If a truck operator in the trucking business is hired to haul farm produce or livestock to market, do not report it as farm work. Do not include as farm work any housework or canning primarily for home consumption.

C-1. Enter the total number living in the household of which this farm operator is a member. This would include:

1. All family members.
2. All servants or hired hands lodged under the same roof, or in a bunkhouse, or barn without cooking facilities.
3. All guests or visitors whose total stay is expected to exceed 60 days.
4. Roomers.
5. All persons in any of the above groups who were temporarily absent from the household on Sept. 25, 1948, who are expected to be back within 60 days of the time they left.
6. All members of this household hospitalized in general hospitals.
7. All persons normally members of this household who were away at school or college or in the Merchant Marine.

Do not include:

1. Guests, visitors, or roomers in this household who are expected to remain for less than 60 days.
2. Students rooming with a household while they attend school or college, provided they have homes elsewhere.

C-2. The first name of each member of the household is to be written in the columns to identify the person in talking with the farmer about each. Write the operator's name in the first column and the other names in the order in which he gives them to you.

C-3. Questions C-3 through C-7 should be asked about each member of the household one at a time. Note that the relationship is to the head of the household, and not necessarily to the farm operator, however, in most cases the farm operator and the head of the household will be the same person. Write "Head" in the column for the head of the household and relationships for the other persons as "wife", "son", "mother", "nephew", "cousin", "roomer", "hired hand", "guests", etc. In a partnership where the partner or partners live in the respondent's household write in "partner" above the relationship to the head.

C-4. Record "Male" or "Female" even though you think it is obvious from the name or relationship.

C-5. The exact age should be entered if possible. If the exact age is not known or not given report the approximate age.

- C-6. Questions C-6 and C-7 should not be asked about children who are less than 6 years old. The week ended Sept. 25 includes Sunday, Sept. 19 through Saturday, Sept. 25. Record the number of calendar days during the week ended Sept. 25 on which some farm work was done without pay by each member of the household. (See definition of farm work at the beginning of this section.) Do not include any days on which the person worked on this farm for pay. The words "without pay" need not be used when discussing the operator, a partner, or their wives.
- C-7. Record the total number of hours that each person worked on this farm without pay during the week ended Sept. 25. Do not include time spent at meals or any other time in which this person was not actually doing farm work. If this same person also did some farm work on this farm for pay during the week ended Sept. 25, such paid time will be recorded in the next section of the schedule and should not be included in the answer to this question. However, in such a case a star (*) should be placed after the number of hours of unpaid farm work done during the week to indicate that there were additional hours for which he was paid. The words "without pay" need not be used when discussing the operator, a partner or their wives. This question must have an entry for every person 6 years old or over. In case the operator has extreme difficulty in giving actual hours an entry of "over 15 hours" or "under 15 hours" is acceptable.
- C-8. This question is asked to find out if any persons other than those in the operator's household (or a partner's household) on September 25 were doing unpaid farm work on this farm. Also include relatives or friends helping out for a day or two and neighbors who worked without pay in exchange for work done by the operator or others from his farm.
- Enter the total number of other persons, other than those for whom individual information has already been obtained, who were doing unpaid farm work on this farm.
 - Enter the number of persons working on this farm who are exchange workers. Exchange work is work done by people who are neither members of the operator's household nor are hired by him but who do such work in repayment for or in expectation of similar help from the operator, members of his family, or his hired workers. Tasks for which work is commonly exchanged include haying, threshing, butchering, and hauling of grain or other produce to market. Work done in exchange for the use of machinery or equipment without accompanying personnel is not exchange work.

When the number reported in "a" is greater than the number in "b" list the persons who are not exchange workers in C-2 in the right side columns and note "not in household". Then ask questions C-3 through C-7 for each such worker.

D. Family Employment - Partner's Household

This section is for use in cases of partnerships with partners living in different households. When the D section is used for a partner's household omit question C-8 but be sure that D-8 is answered. Instructions for the questions in Section C apply to the questions in Section D.

Section D may be used when more than 6 columns are needed for the respondent's household provided that the section is not needed for a partner's household. If this section is used as supplementary columns for Section C cross out "partner's household" and write in "family employment - continued".

Family Employment Supplement - Form 3

In cases where there are not enough columns in Section C for all members of the respondent's household and Section D is used for a partner's household use this supplement. Instructions for Section C apply. Enter State, County, segment number, farm number and name of operator and attach it to the schedule. These supplements should also be used when there is more than one partner household. In this case they should be marked "partner's household".

E. Hired Farm Employment and Wages, Week Ended Sept. 25, 1948

- E-1. Check "yes" if any worker received or is to receive wages either in cash or part of the proceeds of an enterprise for all or any part of the time worked on this farm during the week ended Sept. 25, 1948. Be sure that either "yes" or "no" is checked.
- a. Enter the total number of persons who did any farm work for wages on this farm during the week ended Sept. 25, 1948. Include any family members who received cash wages. Do not consider as cash wages regular cash allowances which are independent of the amount of work done, or a household allowance to the farmer's wife.
- E-2. This question is asked for two reasons: First, to give the farmer a chance to name his hired workers one by one and therefore reduce the probability of overlooking any of them, and second, to identify the individual worker in talking with the farmer about him. It simplifies the conversation and avoids misunderstanding in cases where there is more than one hired worker. The names of all hired workers should be written down before any of the following questions are asked about any one worker. If there are more than 5 workers for which individual data can be obtained, use the Individual Hired Worker Supplement (Form 4) for the additional workers.
- E-3. This question will rarely need to be asked, but if you are in doubt about the sex of the person, ask the question. Be sure to enter an "M" or "F" for every worker whether you have to ask the question or not.
- a. SOUTHERN STATES ONLY:
- Enter W for white, N for Negro, and O for other. Mexicans are to be classified as white.
- E-4. Be sure to write "yes" or "no" on this line. Note that the relationship is to the operator or his wife which is different from C-3.
- a. If related to the operator or his wife, write in the relationship to the operator--son, daughter, brother, son-in-law, brother-in-law, or whatever the relationship may be.
- b. Migratory workers are defined as workers from outside the county who are lodged in places not considered their regular homes.
- E-5. Record the number of different calendar days during the week ended Sept. 25 on which some farm work was done for pay by this worker, regardless of how many hours were worked each day. Do not report days in fractions, but count each day on which any farm work was done for pay as one day.

- E-6. Record the total number of hours that each person receiving pay worked on this farm during the week ended Sept. 25. Read the paragraph at the beginning of Section C to determine what hours are to be recorded as farm work. Do not include time spent at meals or time spent in travel to and from the farm. If he also did some work not for pay during the week, such unpaid time will be included in Section C and should not be included here. However, in such a case a star (*) should be placed after the number of hours of paid farm work done during the week.
- E-7. In two or three words state the kind of work which each person did for the greatest number of hours during the week and name the kind of crop or livestock on which such work was done. For example, shredding corn, harvesting truck crops, milking cows, feeding cattle, etc.
- E-8. Report the cash wage rate, and the unit to which this rate applies, for example, \$70.00 per month, \$6.00 per day, \$.75 per hour, \$3.00 per acre, or 3 cents per pint. Indicate the capacity of the container if the price rate is per "box", "crate", "sack", "hamper", etc. If the worker received more than one rate during the week on this farm, enter the rate which was paid for the type of work at which the worker spent the most time during the week.
- E-9. Enter "yes" if this rate was a combined price for the hire of machinery or workstock in addition to the worker's own labor, as for example, in the case of hiring a man with a tractor and plow to break ground at so much an acre, or a man with a sprayer to spray an orchard. Work done on this basis is often referred to as "custom work".
- E-10. Record the gross cash earnings for each worker for all work done on this farm during the week ended Sept. 25, 1948. If the rate of pay is dollars per month, determine the week's cash wages by taking one-fourth of the monthly cash wage. The total cash wages paid or due the worker for the specified week should include payment for any work done at a rate other than the one shown in E-8, and should include any cash wages deducted because of a cash or credit advance or because of withholding taxes.
- E-11. If meals were provided without charge, enter "yes"; if not, enter "no".
- a. Enter the number of meals furnished per day, not per week. A sheepherder whose food supplies are furnished should be reported as receiving 3 meals per day.

E-12. Enter "H" for each worker for whom a separate house or apartment with accommodations for a family is provided. If more than one hired worker is furnished the same house an "H" should be entered for each. An "H" should be entered for croppers and all other tenants and members of their families who are furnished living quarters without charge. An apartment may be located in a separate part of the operator's dwelling. For our purposes, a sheep wagon should be called a house. Enter "R" for each worker for whom a room in a dwelling unit is furnished without cost to the worker. The room may be in either the operator's dwelling or in some other dwelling, for instance that of a married hired worker. It may be shared with another person. However, it would not include a room for which the worker himself paid, either in cash or in the form of a deduction from his wages.

Enter "B" for each worker for whom a bunk is provided without cost to him. A bunk is defined as sleeping accommodations in a building which is not a complete dwelling unit, i.e., has no cooking and eating facilities. Enter "O" if neither house nor room nor bunk is provided for a given worker.

E-13. The maximum possible number of days is 269. If the worker has worked a six-day week since the first of the year, the number of days is 234 minus holidays. There will have been 2 nation-wide holidays on a day other than Sunday. There may also have been State or local holidays.

E-14. The maximum possible number of days is 97. If the worker is expected to work a six-day week until the end of the year, the number of days is 78 minus holidays. There will be 3 nation-wide legal holidays in this portion of the year.

E-15 & 16. A man-day of hired labor is one person for any part of a day. The total will probably have to be built up by asking first about regular workers and then about specific operations for which extra help may have been required. We realize that farm operators can not give a very exact figure in answering E-15 and E-16 but we want their best estimate as that will be adequate for the purpose for which they are to be used.

Crew Worker Supplement - Form 5

This supplement is to be used only when the operator is unable to give the individual information about each farm worker, where he has a group or crew hired. This section could be used in the following situations:

1. When the workers were not hired directly by the farm operator but were supplied by a contractor, as for the harvesting of a crop.
2. When workers were hired by the operator but he is unable or unwilling to supply the information on each worker. Wherever possible, information on each worker should be obtained.

If after obtaining all the information on each worker individually in E-2 through E-14, it is found also that a crew worked, about which individual information is not obtainable, then use this supplement using separate columns for each sex, type of work and rate of pay of crew members.

The instructions for each question are the same as for the corresponding number under Section E (Individual workers - E-3 through E-14) except for the following questions:

17. Report the average number of workers on the days this crew worked during the week ended Sept. 25. If the operator reports that there were 15 workers in a crew of strawberry pickers on Monday, no work done on Tuesday, 20 workers in the crew on Wednesday and 25 workers on Thursday when the picking was finished, the correct entry here is 20 -- the sum of 15, 20 and 25 divided by the 3 days worked.
8. Remember to report crew workers receiving the same rate of pay in the same column.
5. Report the number of calendar days that this crew worked on this farm. Do not report the total number of man-days that the individuals of the crew worked.
6. Report the total hours the crew worked during the week ended Sept. 25. Do not report the total of the hours that each individual worked.
10. Enter the total cash wages paid or due the entire crew for work done on this farm.
11. Same as E-11 and E-12, except that here the number of workers receiving each item is listed. If any unusual situation arises, make explanatory notes at bottom or sides of page.

F. Accidents to People Living or Working on this Farm

Any accident or injury no matter how small which resulted in the loss of one day or more from regular activity should be included in this section. A day is defined as eight hours which may have been either continuous or accumulative. That is, the injured person may have lost the eight hours in one calendar day or 1 or 2 hours on several different days.

A person's regular activity is defined as that which he or she would have been doing if he had not been injured. A child's regular activity would be either school or play. The regular activity of other persons may or may not be related to farm work. If a person is forced by injury to give up his or her regular activity the accident should be reported as a lost-time accident even though the person may engage in some easier activity. For example, if a man is injured while plowing with a tractor he might sit on a chair in the kitchen and cut seed potatoes. Were it not for the injury he would still be plowing, therefore, this accident resulted in loss of time from regular activity and should be reported.

All accidents or injuries to people living or working on the farm should be reported. Loss of time through sickness or an operation should not be reported unless it is the result of an accident or injury. Do not report an accident occurring prior to May 1 even though time was lost during May, June, July, August or September as a result of such an accident.

A case may arise where the same accident could be reported on two farms, such as a neighbor or his hired man being injured while working for this farm operator. In the case of an individual living on one sample farm and working on another sample farm, any accident happening to such an individual should be recorded only on the farm where he lives.

F-1. This question refers to all people living in the operator's household now or at any time since May 1. Accidents should be reported no matter where they occurred - on the farm or off the farm.

F-2. Here we want accidents to people living in other dwellings on this farm - it may be the hired man, or a partner, relative or any member of their families. For example, if a hired man working on this farm or any member of any family living in any dwelling house on this farm cut a finger or sprained an ankle which resulted in the loss of a day or more, it should be reported. Accidents should be reported no matter where they occurred - on the farm or off the farm.

- F-3. In this question we want accidents to any help or exchange labor living elsewhere provided they were injured while working on this farm for the farm operator. "While working for you" is intended, to include persons working on the farm or for the farm operator even though they are not paid by the operator. Examples are crew workers paid by the person buying the crops or a combine crew doing work under contract.
- F-4. Obtain a brief description of each accident in the respondent's own words - what caused the accidental injury (ax, bull, corn picker, ladder, etc.), what happened, why it happened, and the extent of the injury, including any part of the body lost, bones broken, etc.
- F-5. A member of the operator's family working for wages should be entered as a hired worker rather than as a member of the operator's family.
- F-6. Enter "M" for male and "F" for female.
- F-7. If the respondent does not know the age of the injured person, get him to give his best estimate of that person's age.
- F-8. Only accidents which have occurred during May, June, July, August and September are to be included. Indicate in which of these months the accident occurred.
- F-9. Give the location where the accident occurred - whether in the home of the individual injured, in the barn or other buildings, somewhere else on the farm, on the highway, road, or street, or elsewhere. If the accident occurred on someone else's farm while doing farm work, list such an accident as occurring "elsewhere on farm" (F). If an accident cannot be classified definitely as happening in any one of the four places mentioned, enter an "E" for "Elsewhere" - all other places.
- F-10. Classify the accident by what the person was doing into housework, chores, other farm work (See page 28 for definition of Farm Work), recreation, or other. Chores can be defined as those necessary daily jobs about the farm that require considerable work, such as the feeding and care of livestock and poultry, milking, gathering eggs, cleaning stables, carrying wood, pumping water, etc.

Recreation can be defined as use of leisure time. If a person is injured in any way, by any means, any place while enjoying leisure time, enter an "R" for Recreation. If the injury cannot be classified as occurring under any of these four conditions, then enter an "A" for all other.

- F-11. Report the approximate hour that the accident occurred. Be sure to enter the hour in the correct blank for a.m. or p.m.
- F-12. Report the number of days or hours the injured person has been or will be incapacitated. If the injured person is still incapacitated, get the respondent's best estimate of the length of time required for that person to recover. Remember that the answer to this question is to include all time lost from regular activities even though other easier activities may be engaged in.
- F-13. Report the number of dollars paid, due, or anticipated to be due for the care and treatment of the injured person. If the respondent does not know, ask him for his best estimate of the cost. Where the injured person is a member of another family than that of the respondent it may be difficult to get an estimate on this. If convenient, get this information from the family of the injured person. If there was no expense involved in connection with the accident, enter "None".
- F-14. Enter the number of dollars, if any, collected or to be collected on insurance as a result of the accident. If the accident is covered by insurance but the claim has not been settled yet, get an estimate of this amount. Be sure to enter "zero" or "none" if there was no insurance covering the accident.

IX. SPECIAL INSTRUCTIONS FOR THE SURVEY

1. Introduction to Respondent

The training manual "Farm and Rural Sample Interview Surveys" explained the need for a friendly but business-like attitude in making the interviews. You must keep in mind that you are visiting a few farmers selected by chance to represent all farmers in the country in order to obtain information which is considered highly important by the United States Government.

In introducing yourself to a farmer and explaining the purpose of your visit your comments will differ somewhat when talking to farmers who were interviewed last spring and those in the new segments who have not been previously contacted. An introduction similar to the example on pages 13 and 14 of the Training Manual would be suitable for use in the new segments but for the people interviewed in April 1948 you may want to say something like this: "How do you do. I am John Doe. I am working with the United States Department of Agriculture out of the office of your State Agricultural Statistician at _____ on a farm survey. You may recall that I (or Mr. _____) visited you last spring and you gave me a lot of very useful information. This is a similar survey except that it relates only to farm employment and accidents. It shouldn't take nearly as long as the last visit and as usual the information will be kept strictly confidential. We are calling on only a few of the people visited last time in order to obtain a record of accidents and an indication of changes that have occurred in farm employment since last April".

2. Not-at-homes and others who cannot be interviewed

If the operator of a sample farm is not at home when you first call, or is too busy to be interviewed, try to find out when it will be best to return for an interview. Assign a schedule to him and fill out as much of the face sheet information as you can.

Our goal is to obtain schedules from at least 90% of the sample farms, but do not stop when you have reached that number unless the State supervisor so advises. If you can reach 100%, we will be in a better position to draw sound conclusions from the data obtained. However, there will be cases where it is not possible to obtain an interview after a reasonable expenditure of time and mileage. Also, in cases where three visits have been made to a farm without obtaining an interview, or where the operator refuses to be interviewed, it is not usually desirable to make further attempts to obtain a schedule.)

For all sample farms where an interview cannot be obtained, the "Check Sheet for Non-interviewed Farms" (Form 6) should be filled out. This check sheet contains information on the characteristics of the farm, which can be filled in from inquiries of neighbors. (If an operator refuses to give any information about his farm, do not ask neighbors about his farm. The check sheet is important because it enables us to appraise the probable effects of the missing interviews, and thus to improve the results of the survey.)

3. Operators who do not live on their farms

Where the operator does not live on his farm, it is necessary to contact him provided he can be reached within the county or near by. In some regions (for example, in the Plains wheat areas, and in special crop areas) non-resident operators are quite common. An effort should be made to get an interview from every such sample farm operator. If he lives too far from your county, fill out a check sheet (Form 6) giving as reason for noninterview "lives too far away", and record as much of the required information as you can. Send this to your State supervisor's office as soon as possible.

4. Operators who recently moved to the farm

If the operator now on a sample farm moved to this farm since January 1, 1948 he may not be able to report for this farm in answering questions E-13 and E-15. He should give the information for this farm if possible but if not then substitute data for the other farm in these questions. If he had no farm before moving to this farm record DK (don't know). Make a note of explanation on the back of the face sheet.

5. Schedule entries

Careful, intelligent entries and legible writing are essential. A fairly soft pencil should be used so that the entries will be clear. Do not make entries in ink. Keep all entries as near the bottom of the space provided as possible.

Every item on the schedule requires an entry except those you are instructed to skip (as printed in the schedule). Ignore all lines and boxes marked "code". Where a zero is the appropriate entry, enter "0". Do not use check marks, dashes, or other indeterminate symbols. If you failed to obtain information called for, enter one of the following symbols to explain the omission.

DK - don't know (where the respondent doesn't know and will not estimate)

R - refused to answer

Make notes explaining any unusual circumstances or wherever further comments will be useful. These notes may be put in any blank space on the page. Remember that we have only what you turn in to work with. Whenever any inconsistency in two or more entries appears or when inaccuracies are disclosed in the interview an explanatory note is to be written on the bottom or margin of the page. Such notes are extremely helpful in analyzing the results. After completing the enumeration of this farm, check over the schedule and complete any entry from notes you may put down before going to the next farmer.

6. Review of the schedules

Before mailing in the schedules, you should review them to see that all entries have been properly filled in and that items that are breakdowns of other items add correctly to the total.

7. Mailing in schedules

Completed schedules should be mailed each day to your State supervisor in the brown envelopes given to you for this purpose. Before mailing schedules, insert the supplementary pages and clip or pin them securely to the schedule, so that there is no chance of any of the pages getting lost or those of one schedule getting in with those of another schedule. You should be extremely careful about this matter.

